

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-004 **Issue Date:** 01-22-14 **Closing Date:** 02-11-14

Information Systems Auditor
Yakama Nation Gaming Commission
Gaming Commission Internal Audit Department
Hourly Wage: \$25.32/Full-Time/Regular

Responsible for performing audits of information technology operations and systems of gaming operations to ensure the protection of Tribal assets and preserve the honesty and integrity of all Class II and Class III gaming. Responsible for performing general control review, application system review, information security assessments, applying information system skills while conducting audits of computer systems, and review of internal control environment. Functions as a resource consultant in regards to maintenance of internal controls for data, system development and information security and identifies opportunities where enhancements to controls can be achieved in IT security, operations and projects.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of professional operational, compliance and financial audits as they relate to the Indian Gaming Industry to conduct reviews of financial records, operating procedures and internal controls.
- Knowledge of tribal, state and federal laws and regulations, specifically related to the gaming industry.
- Knowledge of auditing standards, Generally Accepted Accounting Principles (GAAP).
- Knowledge of Internal Control concepts, trends and best practices.
- Ability to gather, analyze and document information using programming and system query techniques and financial analysis tools.
- Ability to establish and maintain effective working relationships with team members, gaming operation associates, and other entities by demonstrating good interpersonal skills.
- Ability to demonstrate oral and written communication skills and strong interpersonal relation skills.
- Ability to demonstrate a positive attitude to efficiently and effectively ensure high levels of productivity and motivation.
- Ability to demonstrate detailed understanding of computer logic, data security and operations, personal computers, local area networks, telecommunications, computer systems, analysis, design and application development.
- Ability to demonstrate proficiency in various personal computer applications, including Microsoft Word, Excel, Works and Access.

General Recruiting Indicators:

- Minimum of a Bachelor's degree in management information systems, computer science, business administration, finance or related field with one to three years of audit experience and knowledge of IT audit and business concepts. One year IT experience required and 1 year gaming experience preferred.
- Any equivalent combination of education and work experience may be substituted for required qualifications.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass an annual thorough criminal background investigation.
- Professional certificate program (CPA, CIA, CFE or CISA) desired but not required.